

## VISTA Assignment Description (VAD)

<b>Title:</b> Woman to Woman Pregnancy Resource Center Grant Development VISTA
<b>Sponsoring Organization:</b> Chisholm Trail RSVP <b>Project Name:</b> AmeriCorps VISTA North Texas <b>Project Number:</b> 13VSWTX015 <b>Project Period:</b> 11/30/2014 - 08/20/2016
<b>Site Name (if applicable):</b> Woman To Woman Pregnancy Resource Center
<b>Focus Area(s)</b> <b>Primary:</b> Healthy Futures <b>Secondary:</b>

### VISTA Assignment Objectives and Member Activities

**Goal of the Project:** The Grant Program Development VISTA will build capacity by creating, organizing, and implementing a grant writing program at Woman to Woman Pregnancy Resource Center. The VISTA will assess the agency's program needs and develop a process to search for applicable grants. The VISTA will develop a grant document library, grant calendar, and concept plan to be used by staff and potential volunteers. The VISTA member will research for and apply for 4 grants with a total outcome of \$75,000. The cycle of poverty will be broken by obtaining the funds needed to offer free medical care, essential education, and free resources to the economically disadvantaged in the Denton County community.

**Objective of the Assignment** (*Period of Performance: February 2016-February 2017*)

The VISTA will research grant sources applicable to Woman to Woman Pregnancy Resource Center and develop a strategy for application.

**Member Activity:** Research grant sources through philanthropic foundation searches such as the Foundation Center Funding Information. Search for grant sources available in Woman to Woman's geographical region including federal, state, municipal, foundation and corporate grant opportunities.

**Member Activity:** Determine the grant opportunities that align with the agency's mission and programs through the analysis of each grant's application requirements.

**Member Activity:** Create a spreadsheet detailing what grants will be applied for, contact information, deadline dates and any other pertinent information.

**Member Activity:** Work with the Executive Director and Board of Directors to create grant calendar timeline for applying.

**Member Activity:** Compile all documents needed for the grant application process such as 990s/ IRS determination letter, Articles of incorporation, Board roster, Organization Strategic plan, etc. Create an online and/or hard copy file to save documents.

**Objective of the Assignment (*Period of Performance: February 2016-February 2017*)**

The VISTA member will select, coordinate, and write 4 or more grants during the service year with a potential value of \$75,000.

**Member Activity:** Work with the Executive Director and Board of Directors to create a concept plan and logic map for the agency and specific programs for which grants will be written.

**Member Activity:** Write at least 4 grants utilizing basic grant writing skills to apply for selected grants.

**Member Activity:** Follow up on grants from submission to approval

**Member Activity:** Create a log of grants applied for to include dates of submission, program the grant will benefit and the amount of funding applied for.

**Objective of the Assignment (*Period of Performance: February 2016-February 2017*)**

The VISTA member will develop grant research and application procedure and policy that will be used to train staff and future volunteers to secure future funding through the grant process.

**Member Activity:** Develop a procedure for compilation and updating of the developed grant document library and train selected staff and volunteers on the process.

**Member Activity:** Create a grant's training manual for staff and volunteers.

**Member Activity:** Train selected staff and volunteers to use developed grant writing tools, templates, procedures, and resources such as the Grant document library and the Foundation Center Funding Information Network at UNT.